

Requesting multiple copies of a single title through NHAIS ILL

1. Go to the NHU-PAC at www.nhu-pac.library.state.nh.us and click on the Interlibrary Loan tab.
2. Enter your library's "staff ID" (your HSA code) and ILL password.
3. You will be on the Staff Menu screen. Click on "Search Virtual Catalog."
4. Search for the item you want to borrow.
5. Click on the title of the item you want to borrow to display the Availability screen with the list of holding libraries for the title.
6. Using your browser's functionality print the page (*File menu/print preview/print* is the process if you use **Microsoft Internet Explorer**).
7. Click on the blue **Request** button on the right side of the screen above the list of holding libraries.
8. Click on the green check mark at the far right side of the screen to display a list of libraries who are currently filling ILL requests and click in the check box next to ONE of the libraries then click on the blue **Request from Selected Lenders** button at the bottom of the screen. Write the request number on the printed list of holding libraries next to the name of the library you chose this time.
9. Edit the patron information for this request and make any of the optional modifications to the request that you want (notes, date changes, etc.). If you are adding a note, copy the completed note so that you can paste it into subsequent requests.
10. Submit the request by clicking on the **Submit Request** button.
11. In the yellow panel on the left side of the screen click on the blue button labeled "Search results" which will return you to the results of your last search and then click on the blue **Request** button to the left of the title you are working with.
12. Repeat steps 8-11 for each copy of the title that you need.